



City of Lemon Grove Day Camp

“Kindergarten – 8th Graders”

(Completion of Kindergarten required for Summer enrollment)

Parent/Guardian Guidelines



Community Services Division

3232 Main Street, Lemon Grove, California 91945

Administration: (619) 825-3800

Recreation Center: (619) 825-3828



Welcome to the City of Lemon Grove's Day Camp . We are happy that you and your child have chosen to participate in our program. Day Camp seeks to:

- ▶ Deliver quality activities that are safe and fun;
- ▶ Enrich children with experiences beyond standard curriculum;
- ▶ Provide positive staff role models; and
- ▶ Strive to ensure that each child enjoys each day at Day Camp.

RULES OF CONDUCT: It is a privilege to use the facilities and equipment at the City of Lemon Grove Recreation Center and Community Center. Participants are welcome at the Recreation Center and Community Center if they are of an appropriate age for scheduled activities and if they participate in sanctioned activities.

To ensure a safe and pleasant environment for those who use the Recreation Center and Community Center, it is essential that all participants obey the following rules. These rules also apply to participants when they accompany staff on field trips and to all Recreation Center buildings, grounds, and parking areas governed by the City of Lemon Grove and the Lemon Grove School District. Should you or your child fail to comply with the Rules of Conduct, you will no longer be able to access Day Camp and other City recreation program privileges may be revoked.

- Agree to be drug, alcohol, tobacco, and weapon free.
- No foul or obscene language.
- No fighting or horseplay will be tolerated.
- Courteous and respectful behavior to staff and other participants is expected at all times.
- No child is allowed to leave City premises unless with the written consent of a parent/guardian.
- Appropriate clothing and shoes are required.
- No food or drink is permitted inside gym or game rooms.
- Do not sit on game tables or closed bleachers.
- Recreation equipment and supplies are to be used only for intended purpose.
- Bicycles, scooters, skateboards, rollerskates & rollerblades are not to be ridden on the grounds.
- Do not bring radios, tape or CD players.
- Offices and supply rooms are off limits and only for authorized staff.

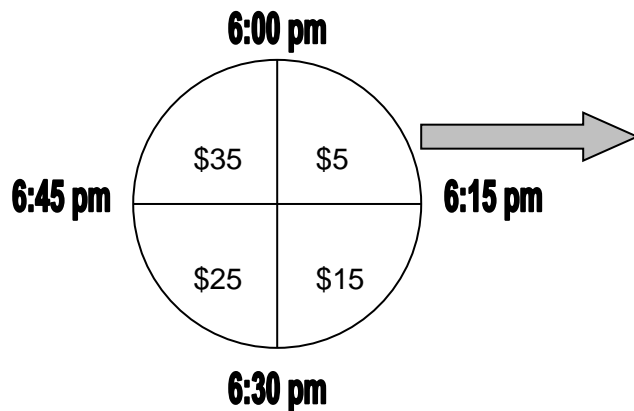
In addition, any child suspended or expelled by the Lemon Grove School District may be denied access to City programs. As a parent/guardian, you agree to personally abide by these Rules of Conduct while at City recreation program areas. And, you understand that if you fail to comply with Rules of Conduct, your child's privileges to participate in the DAY CAMP and other City recreation programs may be revoked.

HOURS OF OPERATION AND FEES: Day Camp operates from 6:30: a.m. – 6:00 p.m., Monday through Friday, and is closed on all City/Federal holidays.

LATE CHARGES: After 6:00 p.m., a late charge of \$5.00 for first 15 minutes, and an additional \$10 charge is assessed for every 15 minutes thereafter. **If you are late three times during Camp, you risk dismissal from the program.** At 6:00 p.m., if City staff has not been contacted by a parent/guardian, a phone call will be placed to the parent/guardian who was supposed to pick up the child. At 6:15 p.m., if we still have not heard from the child's parent/guardian, we will call the other authorized persons listed on the child's registration form.

VERY IMPORTANT -- At 7:00 p.m. if no authorized person listed on the child's registration form has contacted City staff, the Lemon Grove Sheriff's Department is notified. The following graphic indicates how late charges are assessed:

Late Fee Rates



After 6:00 p.m., a late charge of \$5 for first 15 minutes, and an additional \$10 charge is assessed for every 15 minutes thereafter.

Example: If a parent/guardian is more than one hour late in picking up their child, the clock starts again. For example:

1 hour and 15 minutes late = \$45

1 hour and 36 minutes late = \$65

VERY IMPORTANT: Late charges are due before a child attends another day of camp. A child will not be allowed to return to day camp until all late charges are paid in full.

CONSEQUENCES OF LATE PICK-UPS

1. The first time a child is picked up after 6:00 p.m., a verbal warning is given to the parent/guardian and a late charge is assessed: \$5 for first 15 minutes, and an additional \$10 charge is assessed for every 15 minutes thereafter.
2. The second time a child is picked up after 6:00 p.m., a written warning is given to the parent/guardian, and the late charge is assessed: \$5 for first 15 minutes, and an additional \$10 charge is assessed for every 15 minutes thereafter.
3. The third time a child is picked up after 6:00 p.m., a parent/guardian receives a second written letter, this time warning that their child will be suspended from program if picked up late again. In addition, a late charge is assessed: \$5 for first 15 minutes, and an additional \$10 charge is assessed for every 15 minutes thereafter.
4. The fourth time a child is picked up late, the parent/guardian will no longer be able to access this program and the child is suspended from the program. Any program fees that have been paid to the City will not be refunded – no matter how far in advance fees are paid – **NO EXCEPTIONS.**

VERY IMPORTANT: Late charges are due before a child attends another day of camp. A child will not be allowed to return to day camp until all late charges are paid in full.

REGISTRATION PAYMENTS: Your child may be registered in the program; however, if payments are not received by the Wednesday prior to week of attendance, your child is not guaranteed admission.
REGISTRATION DEADLINES – Wednesdays prior to week of attendance

You may make your payments in cash, check, or Visa. Checks are payable to the City of Lemon Grove, and you must write the name of your child and the week of camp on your check in order to facilitate credit to your child. If a payment check bounces during Day Camp, you are promptly notified by staff and **ONLY CASH** will be accepted for future payments.

DISCIPLINARY PROCEDURES: Discipline is administered on an incident basis. Discipline ranges from verbal warnings to expulsion from Day Camp and other City of Lemon Grove recreation programs. Any fees paid for a camper suspended or expelled will not be refunded.

VERY IMPORTANT – If a child or parent/guardian displays aggressive or violent behavior towards City staff, another day camp participant/parent/ guardian, or property, immediate termination of Day Camp and other recreation program privileges may result.

ABSENCES: If your child is absent for any reason, please notify City staff as soon as possible. A child may have unlimited absences; however, there is no refund for days not attended.

DAILY SIGN-IN AND SIGN-OUT PROCEDURE: ONLY registered parents/guardians are permitted to sign-in and sign-out campers, and photo identification must be shown – no exceptions. For your child's protection, you will need to sign your children in and out with a complete, legal signature each day. Failure to do so could result in a loss of Day Camp privileges.

AUTHORIZATION TO PICK-UP: A child will not, under any circumstances, be allowed to leave with any other person without a written authorization from a documented parent/guardian – NO EXCEPTIONS. **Please be prepared, and prepare others listed on your child's registration form, to show photo identification to staff when picking up your child.** Only persons 16 years of age and older with photo identification are allowed to sign-in or sign-out children attending Day Camp.

PARENT/GUARDIAN AND STAFF COMMUNICATION: Communication between our staff and you is of utmost importance. We value the fact that you are your child's most important teacher. Consequently, we will do our best to talk with you as often as possible about your child. You are welcome to visit our Day Camp site at any time, as long as you check-in at our office. Please inform us of any changes in your child's life, which could influence his or her behavior at the Day Camp. Parent/guardian conferences can be arranged with staff at your request.

EMERGENCY INFORMATION: If there are any changes in your child's emergency information due to a move, change of job, or telephone number(s), etc., you must get this information to City staff as soon as possible. We will promptly assist you to make any changes to your child's registration form that you require.

MEDICATION: Medication can only be administered on site with a current prescription. Medication must come in its original container. In addition, you will need to complete a "Physician's Recommendation and Parent's Request for Medication" form which can be obtained from City staff.

ILLNESS / ACCIDENTS: If your child becomes ill, he/she will be isolated from other children and will need to be picked-up. We will attempt to contact you to pick up your child. If we cannot contact you, we will contact people listed on your authorization packet. If your child is injured, the City staff will take whatever steps are necessary to secure emergency medical treatment **at your expense**. Every attempt will be made to contact you.

DAILY LUNCH AND TWO SNACKS: Each day, parents/guardians must send with their child a **nutritious lunch and two snacks**. Please send the appropriate amount of lunch and snacks for your child each day. Staff will encourage your child to eat their lunch and snacks. However, staff will never force your child to eat any foods.

A refrigerator is available for juice, milk or any other food that requires refrigeration – no overnight storage – refrigerator is emptied at the end of each day. A microwave oven is available for warming food. If your child has food allergies, please make sure that staff is aware of these allergies by providing the information in writing and ensuring the information is placed in your child's program folder.

STAFF QUALIFICATIONS: All applicants go through a screening process that includes: an application, personal interview, and reference checks. At the time of hire each employee is fingerprinted for clearance through the Department of Justice.

CITY POLICIES: Since the City of Lemon Grove Day Camp Program is located on school grounds, the City must adhere to the policies and rules of the Lemon Grove School District.

LOST PERSONAL ITEMS: The City is not responsible for lost, stolen or damaged personal articles.